

**COMMISSIONERS' MEETING
November 20, 2013**

The regular meeting of the Monroe County Board of Commissioners was held on Wednesday, November 20, 2013 in the Commissioners Public Meeting Room at the Monroe County Administrative Center with the following present: Chairman John R. Moyer, Vice-Chairman Charles A. Garris, Commissioner Suzanne F. McCool, Solicitor John Dunn, Chief Clerk/Administrator Greg Christine, and Administrative Secretary Cindy King.

Chairman Moyer called the meeting to order at 9:30 a.m. with a moment of silence and the pledge of allegiance to the flag.

Chairman Moyer recessed the regular meeting at 9:32 a.m. to convene the Assessment Board meeting for corrections to the duplicate. The Assessment Board meeting adjourned at 9:33 a.m. and the regular meeting continued.

Chairman Moyer asked if there any public comment on agenda items. There was no public comment.

M-2013-272 Motion by Commissioner McCool, seconded by Vice-Chairman Garris carried to approve the minutes of the November 6, 2013 Commissioners Meeting, as presented.

M-2013-273 Motion by Vice-Chairman Garris, seconded by Commissioner McCool and carried to approve the following:

a) Personnel Agenda:

NEW HIRES:				
Michelle Chase	DA	12 Legal Secretary	11/12/2013	New hire, replacement
Colleen Nelson	HR	17 HR Specialist	12/2/2013	New position hire
Deborah Sibbering	HR	19 HR Asst Director	12/2/2013	New hire, replacement
SEPARATIONS:				
Carol Paulus	Aging	29 Sr Ctr Mgr I PT	12/20/2013	Resigned
Kimberly Allen	C&Y	Clerk Typist II	11/4/2013	Self-terminated
Conni Papillon	Coroner	Dep Coroner PT	11/5/2013	Resigned
Ian Shedlock	Coroner	Dep Coroner PT	11/15/2013	Resigned
Bonnie Duffy	Dom Relations	21 Dir/Office Manager	2/14/2014	Retiring
Ruth Krogstad	Em Services	7 Office Asst Sr	12/20/2013	Retiring
Rosalie Richardson	Proth	8 Rec Techn PT	12/11/2013	Resigned
CHANGES:				
Kathy Sofia	Aging	35 Casw II	10/29-11/28/13	LOA Extend
Kathy Sofia	Aging	35 Casw II	10/29-11/18/13	WC disability LOA
Susan Felker	Assessment	12 Field Assessor	12/1/2013	Probation completed
MaryAnn McLaughlin	Courts	12 Judl Support Spec	11/15-2/9/14	LOA last day adjusted
Mary Miller	Courts	16 Cust Conc Superv	11/6/2013	RTW early from LOA
Christy Schlotman	DA	22 ADA PT	11/16/2013	Probation completed
Donald Kubik	Jail	CO II	11/11/2013	Temp Transfer from 1st to 2nd shift
Shayla McBride	Jail	CO II	11/11/2013	Retract Shift Transfer
Christine Burns	MDJ Olsen	8 Technician Sr	10/3-10/25/13	LOA Intermittent dates adjusted
Karie Smith	P D	10 Legal Secretary	11/13/2013	Probation completed
Eric Closs	PJ Worthington	19 Law Clerk Sr	11/4-11/18/13	LOA dates adjusted
Karen Maranuk	Prothonotary	10 Deputy	10/21-10/25/13	LOA
Helen Lentz	Prothonotary	8 Rec Technician	11/14-12/2/13	LOA
Candy Burger	Treasurer	9 Accnt Technician	11/20-12/11/13	LOA
MISCELLANEOUS:				
Request from Wendy Bogart Shiffer to carry over 16 vacation hours to be used by 2-28-14.				

b) Requests to work additional hours:

(1) Sheriffs' Office for the period ending 11/3/13

- (a) William Bentzoni, 0.5 hours; Eugene Blaney, 0.5 hours; Mary Beth Cook, 5 hours; Phyllis Curtis, 0.5 hours; Libby Daily, 5 hours; Wayne Dickison, 8 hours; Jason Dunlap, 10 hours; Gail Fouda, 4 hours; John Hucorne, 14 hours; Maggie Johns, 5 hours; Marta Kaczmarczyk, 5.5 hours; Kevin Kitt, 8 hours; Scott LaBar, 4 hours; Jennifer LeBarre, 9 hours; Darlene Lee, 19.75 hours; Jeffra Lee, 13 hours; Kimberly Lippincott, 15 hours; Lois Lyon, 4.25 hours;

Salvatore Manda, 2 hours; Kenneth Morris, 5.5 hours; Justine Sebring, 1 hour; Joseph Sparrow, 16 hours; Gary Steinberg, 8 hours

M-2013-274 Motion by Vice-Chairman Garris, seconded by Commissioner McCool and carried to approve the following:

- a) Vouchers Payable:
 - i) \$467,572.16
 - ii) \$588,774.85 on 11/13/13
- b) Gross Payroll:
 - i) \$881,171.70 for the period ending 11/3/13
- c) Healthcare Benefits Payments:
 - i) Geisinger Health Options:
 - (1) \$55,585.28 on 10/23/13
 - (2) \$54,304.04 on 10/30/13
 - ii) Blue Cross:
 - (1) \$40,286.55 on 10/23/13
 - (2) \$88,578.35 on 10/30/13
 - iii) UCCI Dental:
 - (1) \$4,404.50 on 10/23/13
 - (2) \$6,603.00 on 10/30/13
 - iv) Health Equity:
 - (1) \$186.97 on 10/24/13

M-2013-275 Motion by Commissioner McCool, seconded by Vice-Chairman Garris and carried to approve/ratify the following requests for authorization to travel:

- a) Conservation District:
 - i) Orianna Richards to Bushkill, PA on November 19, 2013 for a dam removal permitting meeting
- b) Approve attached Travel Request Report

M-2013-276 Motion by Vice-Chairman Garris, seconded by Commissioner McCool and carried to approve the following, as requested by the Area Agency on Aging:

- a) Award the bid for Environmental Modification Oversight/Administration Services to the Redevelopment Authority of the County of Monroe, as follows: \$50.00 per hour for initial inspection; \$50.00 per hour for administration; \$50.00 per hour for final inspection and \$30.00 per hour for emergency inspections
- b) Submittal of an application for use of Library Facilities with the Western Pocono Library to allow the APPRISE Program to present an "Understanding Medicare" Information Session on January 25, 2014
- c) Execute the following contract addendums to extend the contracts from October 1, 2013 to June 30, 2014:
 - i) Private Home Care Services – maximum of \$32,000.00
 - ii) Brightstar – maximum of \$40,000.00
 - iii) Homewatch CareGivers – maximum of \$3,000.00

M-2013-277 Motion by Vice-Chairman Garris, seconded by Commissioner McCool and carried to approve the following, as requested by Children and Youth Services:

- a) Execute the following "Purchase of Service Agreement" for the period of July 1, 2012 through June 30, 2013:
 - i) Affinity Forensic Services, LLC, d/b/a PA Forensic Associates, LLC – Not to exceed \$50,000.00 (Foster Care Services)
- b) Execute the following "Purchase of Service Agreements" for the period of July 1, 2013 through June 30, 2014:

- i) Affinity Forensic Services, LLC, d/b/a PA Forensic Associates, LLC – Not to exceed \$50,000.00 (Foster Care Services), conditioned upon the contractor providing proof of professional liability insurance in the required amount, as requested by Solicitor Dunn
- ii) Children’s Home of York – Not to exceed \$75,000.00, conditioned upon the contractor providing proof of professional liability insurance in the required amount, as requested by Solicitor Dunn
- iii) Affinity Forensic Services, LLC, d/b/a PA Forensic Associates, LLC – Not to exceed \$20,000.00 (Sexual Offense Counseling Services)
- c) Execute an Adoption Assistance Agreement for “JF”

Commissioner McCool announced that the Children and Youth Roundtable will be hosting their first Adoption Day celebration on Thursday, November 21, 2013 at the Monroe County Administrative Center.

M-2013-278 Motion by Vice-Chairman Garriss, seconded by Commissioner McCool and carried to approve the following fees effective January 1, 2014, as requested by the County Coroner:

- 1. Cremation Authorization Fee - \$50.00
- 2. Removal Fee - \$250.00
- 3. Coroners Field Report - \$50.00
- 4. Autopsy Report - \$150.00
- 5. Toxicology Report - \$100.00
- 6. Photographs - \$20.00
- 7. Photo Disc - \$20.00

Commissioner McCool asked if the coroners fees in line with other 4th class counties. Coroner Robert Allen replied that our fees are extremely low compared to other counties.

M-2013-279 Motion by Vice-Chairman Garriss, seconded by Commissioner McCool and carried to approve the following:

- a) The use of Courthouse Square by the Jacob Stroud Corporation for the “Annual Tree Lighting” on November 29, 2013 and the “Annual Tuba Christmas” on December 7, 2013
- b. Ratify authorization for the Chief Clerk to advertise a special meeting of the Board of Commissioners on November 22, 2013 to present the 2014 County Budget and a special meeting on December 20, 2014 to consider adoption of the 2014 Budget
- c. Addendum to the Recovery Services Agreement contract with Sungard Availability Services to allow the County to opt out of the contract with 30 days written notice
- d. Ratify execution of the Employer ACH Authorization Form with Geisinger Health Options/Connect Your Care, LLC to allow for automatic withdrawals for the new employee Health Savings Account Program, effective for the period of 1/1/14 through 12/31/14
- e. Acknowledge receipt of the Exit Conference Memorandum from the PA Auditor General’s Office for the 2012 Liquid Fuels Tax Fund, resulting in no findings or comments
- f. The Budget Adjustment Report dated 11/14/13 in the amount of \$31,919.00
- g. Add the following vendors to the approved Vendor List:
 - i. Lauren O’Connor – Aging Reimbursements
 - ii. Dolores Casalaspro – Aging Reimbursements
 - iii. Zaida Vargas – Aging Reimbursements
 - iv. Rhodes and Hammers Printing - Courts
- h. Ratify a Certificate of Special recognition for the 40th Anniversary of Northeast Search and Rescue

Chairman Moyer explained that the budget report dated November 14, 2013 totaling \$31,919.00 is year-end adjustments for various departments. The

Commissioners are offering to county employees to enroll in the Flexible Spending Account (FSA) effective January 2014. The FSA allows an employee to set aside a portion of their earning to pay for medical expenses not paid by the insurance company. Chairman Moyer announced that the public presentation of the 2014 County Budget is scheduled to be held on November 22nd at 10:00 a.m. in the Commissioners' Public Meeting Room.

M-2013-280 Motion by Vice-Chairman Garris, seconded by Commissioner McCool and carried to grant a request from the Pocono Medical Center to forgive the 2013 County Real Estate Tax on the Hughes Cancer Center Building in East Stroudsburg. Chairman Moyer voted no.

Chairman Moyer explained that the Pocono Medical Center (PMC) new Hughes Cancer was put on the tax rolls this year by an interim assessment and PMC did not meet the deadline to file an appeal for tax exemption. Chairman Moyer noted that the Pocono Medical Center should be responsible for the interim tax bill and be granted tax exemption going forward. Attorney Marc Wolfe, board member of PMC, explained that the interim tax notice was mailed to PMC but not to the office of finance. He explained that if the interim tax notice was mailed to the proper office, PMC would have had the ability to react in a timely fashion. Attorney Wolfe asked on behalf of PMC the county's consideration in this matter.

M-2013-281 Motion by Vice-Chairman Garris, seconded by Commissioner McCool and carried to approve year three (3) of the Maintenance Support Services Agreement with KIDDE Fire Trainers for the fire training systems at the fire school in the amount of \$32,083.00, as requested by Office of Emergency Management.

M-2013-282 Motion by Commissioner McCool, seconded by Vice-Chairman Garris and carried to approve the following, as requested by the Grants Department:

- a. Execute the fourth amendment to the Community Services Block Grant (CSBG) program in the amount of \$96,801.00, extending the grant to March 31, 2014
- b. Ratify authorization for the Chief Clerk to advertise a public notice seeking Request for Proposals to provide services as defined in the Emergency Solutions Grant

M-2013-283 Motion by Commissioner McCool, seconded by Vice-Chairman Garris and carried to ratify a Professional Services Contract with Walter Stoffel to provide drug and alcohol counseling services to inmates, as requested by Warden Asure.

Commissioner McCool stated that she is glad that we are expanding our counseling programs at the Correctional Facility. She also noted that we need to work on re-entry issues.

M-2013-284 Motion by Commissioner McCool, seconded by Vice-Chairman Garris and carried to approve the Medical Assistance Transportation Program 1st Quarter invoice showing expenditures of \$211,056.00, as prepared by the Monroe County Transportation Authority.

M-2013-285 Motion by Commissioner McCool, seconded by Vice-Chairman Garris and carried to reappoint Mark Green to the Agricultural Land Preservation Board for a new term to expire September 30, 2016.

M-2013-286 Motion by Vice-Chairman Garris, seconded by Commissioner McCool and carried to approve the Capital Purchases Report, dated November 14, 2013, as follows:

- 1) Four (4) Filing Cabinet w/locks in the amount of \$821.73 for the Courts
- 2) One (1) Programmable key for Auto Cashier in the amount of \$1,657.00 for the Maintenance Department – Parking Deck

Chairman Moyer thanked Sanofi Pasteur for their donation to the Control Center for apparatus for the fire training school and to the Monroe County Community Safety Program to provide education, training and provide child safety seats.

Chairman Moyer asked if there was any public comment. Martha Loomis had a question regarding capital purchases. Clarification was given.

Greg Christine, Chief Clerk/Administrator

M-2013-272 thru M-2013-286